

DISTRICT 14
ANNUAL PRO BONO REPORT
FOR 2001 AND PLAN FOR 2002

Committee Members:

Magistrate Ken Abbott
Barbara Anderson
Judge Cecile Blau
Linda Bourne
Brian Dotts
Lynne E. Ellis
John T. Evans
Leah Fink
Greg Gapsis
William J. Green
Shirley Hawkins
C. Mark Henderson
Robert Houston
Pat Jewell
Neal Kench
Gary Leavell
David A. Lewis
Rebecca L. Lockard
Greg Reger
J. Mark Robinson
Rebecca Watson
James N. Williams
John Woodard

Submitted by:
Cecile A. Blau, Judge
Clark Superior Court II
501 East Court Avenue
Jeffersonville, IN 47130

July 17, 2001

2002 ANNUAL PRO BONO REPORT AND PLAN PROPOSAL COVER SHEET

DISTRICT # 14

**COUNTIES SERVED: CLARK, CRAWFORD, FLOYD, HARRISON, ORANGE, SCOTT,
AND WASHINGTON**

CONTACT PERSON and PHONE: BRIAN W. DOTTS, (812) 945-4123

Current Service Delivery System:

Local bar associations, in conjunction with Indiana Legal Services, Inc. have adopted a service delivery system that facilitates the referral of indigent clients to pro bono attorneys. Applicants are screened for financial eligibility by Indiana Legal Services, Inc., and are thereafter, matched and referred to pro bono attorneys in their respective counties who have identified a willingness to assist persons experiencing legal problems in specific areas of law.

Target Population: Who, where, how identified:

The populations served by this pro bono program consists of indigent persons, including the disabled, elderly, children, families, and individuals in need of legal assistance and/or access to the judicial system. Almost half of Indiana's low-income population live in rural areas, and the majority of these poor rural areas are located in the southern half of the state.¹

The target population is identified in a variety of ways. Persons seeking legal assistance are often told by other social service agencies to contact Indiana Legal Services. In addition, persons become aware of the pro bono program through local media and various religious and other non-profit organizations who provide services to the indigent. Finally, applicants are made aware of the pro bono

¹This information was provided by the *Legal Needs Study of the Poor in Indiana*, which was compiled by Indiana Legal Services, Inc. and United Way/Community Service Council of Central Indiana, Inc., February, 1992.

program by local judges and attorneys. Indiana Legal Services, Inc. conducts intake twice per week in order to determine applicants= eligibility.

Methods/Action Plan:

The present system in District 14 has worked well in meeting the civil legal needs of the indigent population. However, the supply of pro bono attorneys has not been successful in keeping up with demand for legal assistance among the indigent population. By encouraging increased participation by all reasonably eligible members of the Indiana bar, we will be able to greatly impact the delivery of that need.

Outcomes:

We hope to substantially increase the number of participating attorneys and the number of clients served among our most rural counties. Moreover, we hope to increase the number of participating attorneys in Floyd and Clark Counties by 50 percent from 2001 to 2002.

Evaluation:

We will continue to compare and evaluate data from year to year in order to determine whether or not our goals have been met.

A. Summary of Current District Activities and District Plan

The District 14 legal services delivery system, identification, and prioritization of legal problems experienced by individuals within District 14 consists of the following steps:

Determination of eligibility and referral: Twice each week Indiana Legal Services, Inc. (ILS) interviews persons seeking legal advice, counsel, and representation, to determine whether they are eligible for free legal assistance. Many persons who qualify and are not accepted by an ILS staff attorney (due to Legal Services Corporation regulations, office priorities, limited ILS staff and resources, etc.) are referred through the District 14 Pro Bono Program. ILS maintains a list of pro bono attorneys, their areas of expertise, and will match an eligible person with an available attorney. ILS will forward the basic eligibility and substantive information to the pro bono attorney. In addition, ILS will notify the client and provide her/him with the name, address, and telephone number of the participating attorney, as well as an explanation of the referral. The client is responsible for contacting the attorney for purposes of an initial appointment. (Copies of initial referral forms and correspondence are located in the Appendix of this report)

It is solely the decision of the participating attorney whether to enter into an attorney-client relationship, and to determine the extent of that relationship, i.e., representation through and including obtaining a judgment through litigation, advice only, and so on. The attorney-client relationship is fully respected. Neither the local bar associations nor ILS attempt to direct the handling of any case.

When the participating attorney determines that the case is completed, the client will be so notified in writing. Additionally, the attorney will furnish the pro bono coordinator with a closing form, which will identify the number of hours invested in each case, and the type of service provided (e.g., advice and counsel, negotiations, or hearing with a final decree). ILS maintains a record of pro bono services (cases and hours) for each participating attorney. (Copies of closing forms and correspondence are located in the Appendix of this report)

B. 2001 Annual Report

1. Committee Members:

Magistrate Ken Abbott
Clark County Magistrate
c/o Clark Superior Court No. 3
City/County Building
Jeffersonville, IN 47130
(812) 285-6316
Representative from Clark Co. Bar Assoc.

Barbara Anderson
Executive Director of Haven House
Homeless Shelter
917 Assembly Road
Jeffersonville, IN 47130
(812) 284-3373, ext. 105
BAnd4280@aol.com
Clark County

Judge Cecile Blau
Clark Superior Court No. 2
City/County Building
Jeffersonville, IN 47130
(812) 285-6333
cblau@Protegra.net
District Chair
Clark County

Linda Bourne
1006 Bluff Ridge Road
New Albany, IN 47130
(812) 288-1067

admin@clarkhelp.com
Floyd County

Brian W. Dotts
District 14 Pro Bono Coordinator
Indiana Legal Services, Inc.
3303 Plaza Drive, Suite #5
New Albany, Indiana 47150
(812) 945-4123, ext. #29
brian.dotts@lsoi.org
Floyd County

Lynne E. Ellis
Attorney at Law
Duncan & Ellis, P.C.
551 South Maple
French Lick, IN 47432
(812) 936-7288
Orange County Bar Association

John T. Evans
Attorney at Law
219 North Capitol Avenue
P.O. Box 640
Corydon, IN 47112
(812) 738-2100
Harrison & Crawford County Bar Associations

Leah Fink

Attorney at Law
209 North Capitol Avenue
Corydon, IN 47112
Greg Gapsis
Attorney at Law
8175 Old Vincennes Road
Greenville, IN 47124
(812) 923-7696
Floyd County Bar Association

William J. Green
Attorney at Law
P.O. Box 333
Salem, IN 47167
(812) 883-0220
wjgreene@wcrtc.net
Washington County Bar Association

Shirley Hawkins
Harrison County Community Services
101 Highway 62, N.W.
Corydon, IN 47112
(812) 738-8143
Shawkins10@aol.com
Harrison County

C. Mark Henderson
169 Woodland Drive
New Albany, IN 47150
(812) 948-4808
Floyd County

Robert Houston
Attorney at Law
49 East Wardell Street
Scottsburg, IN 47170

(812) 738-6100
Harrison & Crawford County Bar Associations

(812) 752-5920
Scott County Bar Association

Pat Jewell
Lifespan Resources
P.O. Box 995
New Albany, IN 47151-0995
patjewell@lifespan_resource.org
Floyd County

Neal Kench, Minister
Corydon Christian Church
216 Mulberry
Corydon, IN 47112
(812) 738-3939
Harrison County

Gary Leavell
Workforce Development Center
3310 Grant Line Road
New Albany, IN 47150
(812) 948-6102
Floyd County

David A. Lewis
Attorney at Law
425 Watt Street
Jeffersonville, IN 47130
(812) 282-8429
Clark County Bar Association

Rebecca L. Lockard
Attorney at Law
411 Watt Street
Jeffersonville, IN 47130
(812) 288-4326

Greg Reger
Attorney at Law
Lorch & Naville
506 State Street
New Albany, IN 47151-1343
(812) 949-1000
(812) 949-3773 Fax
Floyd County Bar Association

J. Mark Robinson
Attorney at Law
Indiana Legal Services, Inc.
3303 Plaza Drive, Suite #5
New Albany, IN 47150
(812) 945-4123, ext. #28
mark.robinson@lsoi.org
Floyd and Clark County Bar Associations

Rebecca Watson
637 Higgins Drive
Jeffersonville, IN 47130
(812) 283-1056
Community-at-large representative
Clark County

James N. Williams
Attorney at Law
Middleton & Reutlinger
2500 Brown & Williamson Tower
Louisville, KY 40202
(502) 584-1130, ext. #283

Clark County Bar Association

Floyd County Bar Association

John Woodard
Attorney at Law
Wyatt, Tarrant & Combs
P.O. Box 649
New Albany, IN 47151-0649
(812) 945-3561
Floyd County Bar Associations

The members of the District 14 Pro Bono Committee were nominated by the officers of their respective bar associations or asked by the appointed judge in compliance with Rule of Professional Conduct 6.5(f). Currently, the Committee consists of at least one representative from each bar association within the seven counties of District 14. Two individuals are staff members of Indiana Legal Services, Inc. One individual is a member of the State Bar Association's Pro Bono Committee. Two individuals are members of the judiciary. One individual is a former recipient of pro bono services. In addition, one individual is the executive director of a local homeless shelter. This particular agency has been a recipient of pro bono legal services through Indiana Legal Services, Inc.

Furthermore, the Committee consists of representatives from Lifespan Resources, an agency assisting senior citizens, Workforce Development, NAACP, and the Step Ahead Council. The Committee is chaired by Judge Cecile Blau, Clark County Superior Court II, designated by the Supreme Court to preside as chairperson.

2. Governance

Currently, the District 14 Pro Bono Committee consists of 21 members. Each member will serve on standing committees. Currently, the following subcommittees exist: Recruitment, Training, and Mentoring, Public Relations, Client Intake Procedures, Budget, Funding Sources, Administration and Evaluation. Minutes are prepared during each meeting and subsequently distributed (See Appendix).

Moreover, there exists a seven-member executive committee that meets monthly. This committee consists of a chair-person, a representative of ILS, two lay members, and three lawyers. At this time, each member of the executive committee is appointed by the chair from willing volunteers. The full advisory board meets bi-monthly and receives minutes of the executive monthly meetings.

It is suggested that members serve three-year terms with the possibility of serving two consecutive terms, beginning January, 2001. (Since we have ILS as the corporate entity to receive and account for funds, we do not anticipate incorporating at this time).

3. Plan Administrator

The District 14 Pro Bono Committee is in the process of hiring a part- or full-time Plan Administrator. We have developed a job description for the Plan Administrator of our district. (See exhibit 13) This position should be filled by September 1, 2001. However, Brian Dotts has acted as interim coordinator since 1994. He is a full-time employee of Indiana Legal Services, Inc. Brian's duties as interim coordinator consist of managing client referrals, client files, and databases. He interviews applicants

seeking legal assistance and works with judges, lawyers, and community leaders in an attempt to fulfill the requirements of Rule 6.5.

4. Prior Year Progress

Recruitment Committee: This committee has been quite successful in securing additional involvement in the program. Magistrate Ken Abbott is making efforts to recruit additional help from the judiciary. Our program now has 117 participating pro bono attorneys; forty-seven of these attorneys joined the program in 2000/2001. Due to the increased number of participating attorneys, we referred 89 clients in 2000 and 52 to date for the year 2001.

Public Relations Committee: This committee has submitted photographs and press releases to local news media recognizing local attorneys who have made contributions to the Commission. The *Courier Journal* ran a feature article regarding the Commission's work and a later community service article by Dale Moss. (See advertisements attached)

Funding Sources Committee: The Funding Sources Committee has been successful in supplementing I.O.L.T.A. funds we have received. They have developed a model grant application which can be used in the future with minor revisions. This grant form has been successful in receiving grants of \$10,500 for litigation support in Harrison and Floyd Counties. The subcommittee has also been successful in raising \$6,250 directly from law firms. In addition to the funds received through I.O.L.T.A., the following is a list of funds raised to date:

I.O.L.T.A.	\$13,211
Middleton & Reutlinger	\$ 1,000
Lorch & Naville	\$ 1,000
Kightlinger & Gray	\$ 2,000
Clark Co. Bar Association	\$ 215
Clark Co. Bar Association	\$ 105
Wyatt, Tarrant & Combs	\$ 1,000
Frost, Brown, Todd, LLC	\$ 1,250
Sub-total:	\$19,781
Harrison County Community Foundation (Harrison litigation only)	\$ 5,500

Caesar's Foundation (Floyd litigation only)	\$5,000
Total:	\$30,281
Haven House Services: \$ 2,000 (Tentative commitment)	

As of this date, no funds have been expended.

5. Monitoring Methods

Currently, the District 14 Pro Bono Committee periodically evaluates the number of participating attorneys, the number of clients referred, cases closed, and the total number of pro bono hours completed each year. When each case is closed by a pro bono attorney, s/he sends the pro bono coordinator a closing form, which illustrates the type of service obtained, whether or not the client's objective was achieved, and the number of pro bono hours expended. Additionally, each pro bono attorney has an opportunity on the closing form to make comments about the pro bono program. These forms are kept in the client's file. Finally, when clients choose to comment on the program and/or the services provided by their pro bono attorney, we often keep copies of any statements provided by clients.

ILS has developed procedures and forms to monitor referrals. Copies of these forms are located in the Appendix and include:

- Expressly adopted administrative procedures;
- Cross-indexed list of attorneys, counties in which the attorney will accept referrals, and type of case the attorney will accept as a referral;
- Pro bono case tracking which collects and records client name, attorney name, case type, referral date, case closed date, and hours expended;
- Pro bono retainer agreement;
- Form correspondence for referral, including initial disposition, closing, and update forms;
- Disposition form and Case Closing Report.

Additionally, the database used by ILS maintains the names and number of participating attorneys, clients served, and number of pro bono hours expended.

6. Monitoring Results

We have successfully accommodated a growing number of pro bono attorneys and client referrals. The procedures and forms used by ILS appear to be efficient, minimally bureaucratic, and easy to use. For this reason, in part, ILS has been able to handle the increased number of participating attorneys and number of clients.

7. Existing Services, Programs, and Funding Sources

Existing Services and Programs:

a. & b. The only funded provider of legal services in District 14 is Indiana Legal Services, Inc., (ILS) which provides services in all counties of this district except Orange County. Each county has varying degrees of pro bono representation. Isolated or rural attorneys who are not participating in the program directly, do provide services without any type of support system.

3. Indiana Legal Services, Inc., facilitates the referral of clients to pro bono attorneys in cooperation with the following associations and agencies:

Floyd County Bar Association
Clark County Bar Association
Harrison & Crawford County Bar Associations
Scott County Bar Association

Lifespan Resources, Inc.
Haven House Shelter
Center for Women and Families
Harrison County Community Services

d. Funding Sources:

I.O.L.T.A.	\$13,211
Middleton & Reutlinger	\$ 1,000
Lorch & Naville	\$ 1,000
Kightlinger & Gray	\$ 2,000
Clark Co. Bar Association	\$ 215
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Wyatt, Tarrant & Combs	\$ 1,000
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Sub-total:	\$19,781
(Continued on next page)	
Harrison County Community Foundation (Harrison litigation only)	\$ 5,500
Caesar's Foundation (Floyd litigation only)	\$5,000
Total:	\$30,281

Indiana Legal Services, Inc. continues to provide in-kind services for the pro bono program. Our estimate of in-kind benefits includes office space, utilities, computer hardware and software, telephone, postage, printing, computer repair, copy equipment, and office supplies.

8. Current Legal Service Delivery System and the Pro Bono Aspect of the System

a. How District 14 Identifies and Screens Clients:

District 14 has determined that ILS, Inc. will continue to screen, refer, and monitor applicants seeking legal assistance. Twice each week, intake workers at ILS screen applicants and determine eligibility and obtain information pertaining to each applicant's legal problem. Those applicants who are financially eligible are reviewed by ILS staff attorneys, who then determine which clients they can assist and which clients should be referred to a pro bono attorney. ILS staff attorneys determine, based upon the interviewer's notes, which applicants could be served by referral through the pro bono program.

b. How District 14 Clients are Matched and Referred to a Pro Bono Attorney:

The pro bono coordinator, with the help of the information maintained by the ILS database and written binder, will determine which attorney each client may be referred to. Participating attorneys will receive client referrals on a rotating basis, more or less. The database and written binder maintained by the coordinator will exhibit which attorneys are awaiting referrals for each area of specialization and county. Once the decision is made to refer an applicant to a pro bono attorney, the pro bono coordinator sends

an Initial Disposition form, Case Closing form, and intake application to a specific participating attorney. The intake application briefly explains the applicant's legal problem, illustrates the applicant's name, address, telephone number, court, opposing party and attorney information, and so on.

Simultaneously, notice of the referral is mailed to the applicant, illustrating the attorney's name, address, telephone number, a referral slip, and an explanation of the referral. All referenced documents are maintained in the applicant's file at ILS.

Once a pro bono attorney completes a specific case, s/he completes and returns the Closing form to the pro bono coordinator at ILS, which illustrates the type of service completed, i.e., advice, brief service, litigation, decree. Furthermore, this form provides the coordinator with the number of hours the participating attorney expended on that particular case and permits the pro bono attorney to make comments regarding either the specific referral or the program in general. Once the coordinator receives the Closing form, he sends the client a closing letter and the file is closed. Subsequently, the ILS database and binders are updated in order to reflect the services provided by the pro bono attorney. All pleadings, correspondence, and forms received by ILS are kept in storage for at least seven years.

c. How District 14 Addresses Litigation Expenses and Out-of-Pocket Costs for Pro Bono Attorneys:

Each calendar year, ILS, Inc. sets aside \$5,000.00 to assist the participating attorneys with associated costs of representing pro bono clients. Moreover, in specific counties, through grants awarded by the Harrison County Community Foundation and Caesar's Foundation, for example, additional funds of up to \$10,500.00 are available for litigation expenses for participating attorneys to use in those counties.

Appropriate costs may include publication costs, depositions, custody evaluations, major copy expenses such as appellate work, filing fees, and/or mileage to an adjacent county. The pro bono coordinator is informed of any anticipated costs exceeding \$30.00. Costs may be claimed when submitting the Case Closing Form. Reimbursement occurs within approximately 14 days after submission of a request for payment by the participating attorney.

d. District 14 Opportunities for Mentoring and Consultation:

Currently, no formal procedures have been developed with regard to mentoring or consultation. However, local attorneys remain available informally for consultation with their colleagues.

e. How District 14 Addresses Malpractice Insurance for Pro Bono Attorneys:

Indiana Legal Services, Inc. maintains its lawyers professional liability insurance with Lloyds of London through Complete Equity Markets, Inc. The ILS policy contains a Pro Bono Endorsement, which covers 600 lawyers handling 2000 cases annually, and includes: a) Professional Liability Coverage; b) Personal Injury Liability Coverage; and c) Disciplinary Proceedings Costs. For any paid claim, ILS agrees to be responsible for the \$5,000.00 deductible associated with said policy. Each lawyer participating in the District 14 Pro Bono Plan will be covered by ILS's endorsement for each case referred by said Project.

f. Who is Responsible for District 14 Administration and Record-Keeping for Assigned Cases?:

Brian Dotts has been and continues to act as the District 14 Pro Bono Coordinator, maintaining all pro bono files, databases, records, and referrals. District 14 is currently in the process of reviewing applicants for the District 14 Plan Administrator position. The District 14 Pro Bono Committee anticipates having a half- or full-time plan administrator by September 1, 2001. (See attached job description)

g. How District 14 Recognizes the Work of Pro Bono Attorneys:

In 1996, ILS, in conjunction with the Floyd and Clark County Bar Associations held a recognition luncheon for all participating pro bono attorneys. Chief Justice Randall Shepherd spoke at this luncheon and certificates were given to each pro bono attorney recognizing their valuable community service. In addition, a plaque was given to one individual attorney in both Floyd and Clark Counties in recognition of the number of hours they contributed to the pro bono program. Moreover, plaques were given to one firm in both Floyd and Clark Counties in recognition of their firms' large number of collective pro bono hours. Finally, this event was reported by Dale Moss, a local journalist with *The Courier Journal*.

Although recognition luncheons or dinners have not been repeated, this is a goal of the committee. Nevertheless, District 14 pro bono attorneys have continued to receive recognition in the local media. In addition, the committee has written a letter to each of the volunteers to thank them for past services, to encourage them to continue their work, and to ask them to assist in the recruiting of other attorneys.

h. Other Ways District 14 Supports and Assists Pro Bono Lawyers:

Some local judges have agreed to allow attorneys who are in court for pro bono clients to have quick access to hearings and allow them to schedule separate hearings on the same day and time. Furthermore, local judges are normally willing to waive filing fees for pro bono clients. Finally, ILS provides pleadings upon request, such as Motions, Affidavits, and Orders requesting fee waivers, etc.

9. Involvement of Local Attorneys and Judges in Teen Court (See Attached)

Another way that local attorneys and judges have volunteered their services and complied with the intent of Rule 6.5 is by participating in the efforts chaired by the Honorable Jerome F. Jacobi in his Teen Court Program. In 2001, twenty-six attorneys and judges from District 14 each volunteer a minimum of 4 hours in working with Teen Court. Attached is a list of the attorneys which were involved. Also attached is an article which discusses the program and includes a letter from Chief Justice Shephard offering his congratulations of the program and offering continued support for the project.

C. 2001 Annual Plan

The District 14 Pro Bono Committee meets on the second Tuesday of each month. The board is composed of several subcommittees with each subcommittee addressing specific areas. Specific subcommittees identified problems and/or barriers which are discussed below:

Problem Identification and Recommended Actions

PROBLEM STATEMENTS/RECOMMENDATIONS WORKSHEET

a. Problem/Barrier #1:

The Public Relations Committee identified the following problem/barrier: Time constraints on committee members.

b. Supportive Data:

Due to limited time and overall commitments, some committee members find it difficult to complete all tasks of the District 14 Pro Bono Committee in a timely fashion.

c. Recommended Action and plan for implementation:

The Committee is currently in the process of reviewing resumes for the Plan Administrator position. Once this position is filled, which is expected by September 1, 2001, the plan administrator will be able to fulfill much of the Committee's plan. The Committee will develop one-page summaries providing information about the pro bono program in order to educate the community.

d. Coordination with Community:

The Plan Administrator will make oral presentations to community groups, foundation, and bar associations. In addition, the plan administrator will write grant proposals to various foundations and county organizations in conjunction with appropriate committees, as well as monitor compliance with grant requirements.

e. Expected results:

We expect to transfer some of the day-to-day committee work to the Plan Administrator, which will leave more time for the committee to evaluate and perform oversight.

f. Benchmarks:

Once the plan administrator position is filled, there will be a paid individual who can devote their time solely to the coordination of the District 14 Pro Bono Program, which will leave more time for the committee to evaluate and perform oversight of the program.

g. Costs: See attached budget (Also included in Appendix)

PROBLEM STATEMENTS/RECOMMENDATIONS WORKSHEET

a. Problem/Barrier #2:

The Public Relations Committee identified the following problem/barrier: Failure of the local media to publish submitted press releases.

b. Supportive data:

c. Recommended Action and Plan for Implementation:

The new Pro Bono Plan Administrator will be hired and begin work on or about August 20, 2001. The solution to this problem will be addressed by this individual.

d. Coordination with Community:

e. Expected Results:

f. Benchmarks:

g. Costs:

PROBLEM STATEMENTS/RECOMMENDATIONS WORKSHEET

a. Problem/Barrier #3:

The Public Relations Committee identified the following as a problem/barrier: Concerns that publicity of individual participating attorneys may result in potential pro bono clients contacting lawyers directly, circumventing the intake process through Indiana Legal Services.

b. Supportive Data:

c. Recommended Action and Plan for Implementation:

The new Pro Bono Plan Administrator will be hired and begin work on or about August 20, 2001. The solution to this problem will be addressed by this individual.

d. Coordination with Community:

e. Expected Results:

f. Benchmarks:

g. Costs:

PROBLEM STATEMENTS/RECOMMENDATIONS WORKSHEET

a. Problem/Barrier #4:

The Funding Committee identified the following as a problem/barrier: Because all members of the District 14 Pro Bono Committee are volunteers, it is difficult to meet deadlines and gain access to fall the available grants in the area.

b. Supportive Data:

The number of funding requests within District 14 are enormous, which decreases the possibility of receiving funding from grant sources.

c. Recommended Action and Plan for Implementation:

Once the pro bono plan administrator is hired, this individual can devote more time to grant-writing and coordination.

d. Coordination with Community:

The pro bono plan administrator can coordinate efforts with other individuals and agencies when applying for grants, in addition to any assistance provided by the committee.

e. Expected Results:

Because the pro bono plan administrator will devote his or her sole attention to the coordination of the pro bono plan, s/he will be in a better position to meet grant deadlines and the monitoring of grant proceeds.

f. Benchmarks:

The District 14 Pro Bono Committee will be able to monitor the work of the pro bono plan administrator.

g. Costs:

See attached budget.

PROBLEM STATEMENTS/RECOMMENDATIONS WORKSHEET

a. Problem/Barrier #5:

The Recruitment Committee identified the following as a problem/barrier: There is a reluctance on the part of some rural attorneys to participate in the pro bono program.

b. Supportive Data:

Within the seven counties of District 14, there is only one participating pro bono attorney in Orange and Washington Counties.

c. Recommended Action and Plan for Implementation:

To increase recruitment efforts by local judges to persuade rural attorneys of the benefits of participating in the District 14 Pro Bono plan. To inform rural attorneys that some pro bono clients may become self-paying.

d. Coordination with Community:

The District 14 Committee, with the assistance fo the pro bono plan administrator, will increase the number of community presentations in an attempt to attract additional practitioners to the program.

e. Expected Results:

An increase in the number of participating attorneys in all counties, especially Orange and Washington.

f. Benchmarks:

The District 14 Committee and plan administrator will be able to monitor the increased number of participants.

g. Costs:

Other than salary and time on behalf of the pro bono plan administrator and committee, there are no other related financial costs with regard to the recruitment of additional attorneys.

PROBLEM STATEMENTS/RECOMMENDATIONS WORKSHEET

a. Problem/Barrier #6:

The Funding Committee identified the following as a problem/barrier: Knowing which private organizations or social service agencies were willing to donate funds for pro bono services.

b. Supportive Data:

There are different groups which have small grants available, such as Rotary in the amount of \$500, which we were unaware of.

c. Recommended Action and Plan for Implementation:

The Funding Committee, with the assistance of the plan administrator, can create a list of all such agencies, churches, and individuals.

d. Coordination with Community

A coordinated campaign to contact and educate donors can be planned and executed.

e. Expected Results;

There will be a better understanding within the community about the program and thus, a willingness for donors to be financially involved.

f. Benchmarks:

If we can raise an additional \$1,500 from individual donors and agencies, this will be a success.

g. Costs:

This would be covered in the plan administrator's salary.

EXISTING SERVICE/PROGRAM (See paragraph at end of this section)

Service/Program Name: Indiana Legal Services, Inc.

Mailing Address: 3303 Plaza Drive, Suite #5, New Albany, Indiana 47150

Phone: (812) 945-4123

Contact Person: Brian W. Dotts

Title: Pro Bono Coordinator

Sponsoring Agency: Indiana Legal Services

Phone: (812) 945-4123

Agency Director: Norman P. Metzger, ILS Executive Director

Service/Program Information

Target Population: Indigent Population

Eligibility Requirements: ILS income guidelines are 125 percent of Federal Poverty Income Guidelines as published by the Department of Health and Human Services.

***Estimate # of persons Served or Impacted: 410 persons referred in District 14**

Service Area: Clark, Crawford, Floyd, Harrison, Orange, Scott, and Washington.

Type of Service/Program: Program provides referral of indigent clients to pro bono

attorneys for legal assistance.

***Estimate of Expense per Year: \$32,000**

Funding Sources: I.O.L.T.A., Middleton & Reutlinger, Lorch & Naville, Kightlinger & Gray, Clark Co. Bar Association, Wyatt, Tarrant & Combs, Frost, Brown, Todd, LLC., and the Harrison Community Foundation, and the Caesar=s Foundation.

Regarding the above-referenced information, our new pro bono plan administrator, once hired, will become the new contact person. This person will remain under the auspices of Indiana Legal Services, Inc.

Service/Program Description:

Local bar associations, in conjunction with Indiana Legal Services, Inc. have adopted a service delivery system that facilitates the referral of indigent clients to pro bono attorneys. Applicants are screened for financial eligibility by Indiana Legal Services, Inc., and are thereafter, matched and referred to pro bono attorneys in their respective counties who have identified a willingness to assist persons experiencing legal problems in specific areas of law.

How does this organization participate in the coordination of services and what role do they play in the development of the plan?

Two staff members from Indiana Legal Services, Inc. are active in the participation, coordination, and development of the District 14 Pro Bono plan. J. Mark Robinson, Managing Attorney of the New Albany office of Indiana Legal Services, Inc., actively participates and assists in the development of the District 14 Pro Bono Plan through his involvement in committee work, grant-writing, and leadership skills. Brian Dotts continues to coordinate the referral and maintenance of pro bono clients through the District 14 Pro Bono Program, and he is active in committee work.

LIST OF APPENDICES

1. Administrative Procedures
2. Attorney Log (for each individual participating attorney)
3. Initial Disposition form
4. Case Closing Report
5. Initial client letter
6. Pro Bono Referral Slip
7. Closing letter to client after case completed
8. Closing letter to client after withdrawal
9. Substantive Law Check-sheet
10. Pro Bono Client Up-Date Letter
11. District 14 Pro Bono Budget
12. Letter of Intent from the Harrison County Community Foundation
13. Pro Bono Plan Administrator Job Description
14. Copies of District 14 Pro Bono Committee Minutes

15. Client and Participating Attorney Comments
16. Copy of the Harrison County Community Foundation Grant
17. Copy of the Caesar's Foundation Grant
18. Article from *The Courier Journal*
19. Pro Bono Brochure
20. Index of Participating Attorneys Cross-Referenced with Counties
21. List of Participating Attorneys
22. Initial Recruitment Letter to Attorneys
23. Letter from Judge Cecile A. Blau to Advisory Board Members
24. Letter from Judge Cecile A. Blau to Pro Bono Volunteers

located at f:\wp\bd\probono\district14\annual.rep